

Initial Informed Consent Discussion Checklist

	XXXX Region	XXXXX District Office	Phone:
			Fax:
			www.minedu.govt.nz

Child or young person's name:

As a parent/guardian I have had explained to me:

Parent/Legal Guardian
(Child/Young Person as appropriate)

Practitioner checklist

1. The services the Ministry of Education provides and the names and roles of those people who may be working with my child.	<input type="checkbox"/>	<input type="checkbox"/>
2. The assessment and intervention options that may be available for my child, and their purpose.	<input type="checkbox"/>	<input type="checkbox"/>
3. How information about services or any changes will be communicated, including; <ul style="list-style-type: none"> assessment processes frequency or type of service the people working with my child. 	<input type="checkbox"/>	<input type="checkbox"/>
4. The right to decline services offered for my child and the right to withdraw consent to the services at any time.	<input type="checkbox"/>	<input type="checkbox"/>
5. Information storage, including; <ul style="list-style-type: none"> what happens to any records about my child held by the Ministry of Education the process for accessing information held by the Ministry of Education. 	<input type="checkbox"/>	<input type="checkbox"/>
6. The sharing of information with others and the Ministry's Privacy Statement – why the information is needed and who it will be shared with.	<input type="checkbox"/>	<input type="checkbox"/>
7. How to make a complaint about services.	<input type="checkbox"/>	<input type="checkbox"/>

PRIVACY STATEMENT

The Ministry of Education collects personal information about children and young people to support their learning and ensure that effective services are provided. Personal information is also used for quality assurance purposes to improve the quality of services provided, and for associated administrative and accountability purposes. The information is held by the Ministry of Education (PO Box 1666, Wellington) in a national database or sometimes paper files at local Ministry offices. Information may be shared with your child's school or early childhood education provider, but is not shared with other agencies except where necessary for the provision of services, or as authorised or required by law. It is not compulsory for you to provide any personal information but we may not be able to provide the most effective services for your child if you don't. You and your child have rights to request access to and correction of personal information held by the Ministry.

Parent/Legal Guardian (please sign to show that you have understood how services will be provided and personal information used)

Name:

Signed:

Dated:

Practitioner (please sign to show that a discussion has taken place about the above items)

Name:

Signed:

Dated: